



# JOB DESCRIPTION

## MUSIC AND DRAMA TECHNICIAN

### **Job Holder:**

**Job Title: Music and Drama Technician**

**Salary: KS C**

**Responsible to: Head of Creative Arts**

**Contractual Hours: 2 days per week (Term Time plus 2 INSET days)**

### **1. PURPOSE OF JOB:**

- **To provide technical support and advice to staff and students in the Music and Drama departments.**
- **To prepare equipment and materials for lessons and displays.**
- **To undertake a practical health and safety role for the department.**

### **2. PERSON SPECIFICATION:**

- Dynamic, professional, positive and resilient.
- High expectations of self, colleagues and students,
- Capacity for sustained hard work, both as an individual and as a member of a team.
- Strong organisational, interpersonal and communication skills – written, phone and in person.
- Self-motivated and can act independently on own initiative, as well as effectively in a team.
- Knowledge and experience of supporting students' academic and personal development.
- Passionate commitment to equality of opportunity for all students – particularly those in groups vulnerable to underachievement.
- Clear understanding of accountability and line management.
- Firm commitment to Continued Professional Development both for self and colleagues.
- Understanding of and commitment to safeguarding all students.
- Knowledge, interest and experience in Music and Drama.

### **3. DIMENSIONS:**

**No Budget**

**No Subordinates**

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post. The post holder may be required to deal with a range of stakeholders both internal and external and carry out any duties as required by the Head teacher and Governing Body.

#### **4. PRINCIPAL ACCOUNTABILITIES:**

- To draw up and maintain an inventory of equipment for the Department
- To maintain Music and Drama department resources and keep a record of stocks
- To order equipment via a normal school procedure as required and authorised by the Head of Department
- To prepare equipment, resources and specialist software for Music and Drama lessons and performances, as requested by each member of the Department
- To carry out daily tasks as directed by Head of Department
- To ensure each teaching room is tidy and clean, and tidying of resources. To liaise with the caretaker or cleaning supervisor if the standard of cleaning falls below an acceptable level
- To ensure all equipment is stored securely after use
- To assist in preparing classroom and corridor displays
- To maintain a record of Departments risk assessments
- To report all Health and Safety hazards to the appropriate Head of Department
- To ensure the first aid boxes are kept up to date and stocked
- To carry out other tasks reasonably requested by Head of Department, in accordance with the post holder's skills and qualifications
- To be able to support learning and establish good relationships with colleagues and students
- To be successful you will be able to demonstrate excellent time-management and communication skills and effectively prioritise your work and the ad hoc challenges that occur during the course of a day, and throughout the school year.
- To assist in the smooth running of performances, events and workshops.

#### **5. SCOPE FOR IMPACT:**

- The post holder will work closely with the Head of Music and Head of Drama to ensure a safe and smooth running of the departments.
- To be available to students to provide assistance with equipment and materials, to enable the completion of work.

#### **6. JOB CONTEXT:**

**Work closely with:** Head of Music and Head of Drama, students and external contractors.

- Provide and share knowledge of training and experience on specialist equipment within the department.
- The post holder must work on their own initiative, often to tight deadlines, with minimal supervision.

**SAFEGUARDING**

The school is committed to the safeguarding of children; all employees will receive training on Child Protection and need to have read the Child Protection Policy.

**CONFIDENTIALITY**

All employees must maintain strict confidentiality regarding sensitive and confidential student and staff information.

**HEALTH AND SAFETY**

All employees must take delegated responsibility for the implementation of the Act in the area where they work as outlined in the schools Health & Safety Policy. Health & Safety training to be provided.

Agreed By: ..... Date: .....  
Job Title

Agreed By: ..... Date: .....  
Headteacher